



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Child Care Quality
Assurance Inspector Apprentice,
Department of Children and Families

Request for Title Creation

CSC Docket No. 2021-1927

ISSUED: JULY 26, 2021 (SLK)

The Division of Agency Services (Agency Services) requests the creation of the non-competitive title of Child Care Quality Assurance Inspector Apprentice.

By way of background, the Department of Children and Families petitioned Agency Services for the creation of the non-competitive title of Child Care Quality Assurance Inspector Apprentice. The primary function of the Child Care Quality Assurance Inspector Apprentice title would be to receive on-the-job training while performing duties related to administering the licensure and enforcement provisions of the Child Care Licensing Act and the Resource Family Parent Licensing Act, and conducting inspections and evaluations of physical facilities and residential treatment center programs. The title would function as an entry level to the Child Care Quality Assurance Inspector title series. The series is structured as follows:

- Child Care Quality Assurance Inspector 1 (P22, 62226)
- Child Care Quality Assurance Inspector 2 (P25, 62227)
- Supervisor, Child Care Quality Assurance Inspector (R28, 62228)

After successful completion of the 24-month apprenticeship, the incumbent shall be advanced to the Child Care Quality Assurance Inspector 1 (P22, 62226) title, in accordance with Civil Service procedures.

Agency Services states that competitive testing is not practical for this title due to the knowledge, skills, and abilities associated with the job as this is an entry-level trainee title and requires only a Bachelor's degree. The title has no experience requirement; hence there is no skill set to be tested. The required skill set would be gained on the job during the on-the-job training.

Agency Services advises that it has provided notice and the opportunity to review the proposal to all collective negotiations units and all articulated issues have been reviewed and resolved. Finally, Agency Services requests that the changes specified become effective beginning on the first pay period following Civil Service Commission (Commission) approval of these actions.

CONCLUSION

N.J.A.C. 4A:3-3.6(a) states, in pertinent part, that the Commission may determine that a new title or title series is necessary. *N.J.A.C.* 4A:3-1.2(a) states that the Commission shall allocate and reallocate career service titles between the competitive and non-competitive divisions. *N.J.A.C.* 4A:3-1.2(c) states that a job title may be placed in the non-competitive division on an ongoing or interim basis when it is determined that competitive testing is not practicable due to the nature of the knowledge, skills, and abilities associated with the job.

Based on the foregoing, ample reasons exist for the creation of the subject title and to allocate the Child Care Quality Assurance Inspector Apprentice title to the non-competitive division of the career service. In this regard, the Child Care Quality Assurance Inspector Apprentice title requires a Bachelor's degree with no experience requirements as the skills required to perform the job are gained through on-the-job training. Given the lack of an experience requirement, competitive testing is not practicable since the knowledge, skills and abilities associated with this title are evaluated during the mandatory training period. In this regard, appointees would be required to complete both a 12-month training period as well as the required four-month working test period prior to attaining permanent status.

ORDER

Therefore, it is ordered that this request be granted, and the title of Child Care Quality Assurance Inspector Apprentice be established and allocated to the non-competitive division of the career service. This action shall be effective the beginning of the first pay period following the issue date of this decision.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 21ST DAY OF JULY, 2021

Deirdre' L. Webster Cobb

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